



# MCNEESE STATE UNIVERSITY

LAKE CHARLES, LOUISIANA 70609

AN EQUAL OPPORTUNITY INSTITUTION

PHONE: (337) 475-5087

FAX: (337) 475-5082

## REQUEST FOR BID

DATE	BID NUMBER
07/29/20	D2100025

PURCHASING CONTACT	PHONE	REQUEST NO.	DEPARTMENT	VENDOR I.D. NO.
Debet Hebert	337-475-5083	R2100031	Sports Medicine	000029655

SEE STANDARD TERMS & CONDITIONS TO BIDDERS.

VENDOR MUST SIGN AND RETURN BID FORM TITLED "STANDARD TERMS & CONDITIONS TO BIDDERS" WITH BID RESPONSE TO BE CONSIDERED FOR BID AWARD.

### VENDOR:

Return this bid to McNeese State University  
Purchasing Department, 4205 Ryan St., Smith  
Hall on Lawton Dr., Lake Charles, LA 70605  
or MSU Box 92415, Lake Charles LA 70609

RESPONSE DUE 08/17/20 2:00 PM

No.	Quantity	Description	Unit	Unit Price	Extension
		<p>Request for Sealed Bid (SB)</p> <p>***** THIS BID MUST BE RETURNED IN DUPLICATE IN A SEALED ENVELOPE/PACKAGE. PLEASE WRITE THE BID NUMBER ON THE ENVELOPE/PACKAGE. RETURN TO ONE OF THE ADDRESSES LISTED ABOVE. ***** MCNEESE PURCHASING OFFICE IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE CHOSEN MEANS OF SEALED BID DELIVERY (U.S. POSTAL SERVICE, FedEx, UPS, etc.). THE BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE AND TIME SHALL RESULT IN REJECTION OF THE BID. ***** BID PROPOSAL FOR A CONTRACT TO FURNISH PRIMARY HEALTH INSURANCE WITH ATHLETIC SPORTS BENEFIT FOR</p>			

Bid must be signed below. I hereby certify that the above bid prices will remain in effect until the goods are delivered if the order is placed within 30 days after bid opening date. Validity of this bid is dependent on the following information:

Delivery \_\_\_\_\_ days ARO/TERMS \_\_\_\_\_

Phone ( ) \_\_\_\_\_

All bids include prepaid delivery, F.O.B. to McNeese State University

THIS IS NOT A PURCHASE ORDER

TOTAL

CONTINUED

Signature \_\_\_\_\_ Date \_\_\_\_\_



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VENDOR:

RESPONSE DUE 08/17/20

No.	Quantity	Description	Unit	Unit Price	Extension
1		<p><b>Request for Sealed Bid (SB)</b> (Continued...) INTERNATIONAL STUDENT ATHLETES AT MCNEESE STATE UNIVERSITY IN LAKE CHARLES, LOUISIANA. ***** BIDDERS MUST READ AND UNDERSTAND THE REQUEST FOR BID AND ALL ATTACHMENTS. BID ONLY COVERAGE/ SERVICES THAT ARE IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH. MCNEESE RESERVES THE RIGHT TO SELECT THE INSURANCE DEDUCTIBLE DEEMED TO BE MOST ADVANTAGEOUS TO THE UNIVERSITY. ONLY BIDS MEETING SPECIFICATIONS WILL BE CONSIDERED FOR AWARD. *****NOTICE***** ALL PUBLIC BID OPENINGS HAVE BEEN SUSPENDED. BID OPENINGS WILL BE MADE AVAILABLE via PHONE CONFERENCE UNTIL FURTHER NOTICE. ***** THIS CONTRACT/POLICY WILL BE EFFECTIVE FROM <u>AUGUST 20, 2020 to AUGUST 20, 2021.</u> BASED UPON MUTUAL AGREEMENT BETWEEN THE UNIVERSITY AND THE VENDOR, THIS CONTRACT MAY BE EXTENDED FOR</p>			

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**VENDOR:**

RESPONSE DUE 08/17/20

No.	Quantity	Description	Unit	Unit Price	Extension
1		<b>Request for Sealed Bid (SB)</b> (Continued...) TWO (2) ADDITIONAL ONE-YEAR TERMS AT THE SAME PRICES, TERMS AND CONDITIONS. BOTH PARTIES MUST AGREE TO THE EXTENSION. ***** THIS ORIGINAL "REQUEST FOR BID" AND THE "STANDARD TERMS AND CONDITIONS" MUST BE SIGNED AND RETURNED IN ADDITION TO THE FOLLOWING LISTED INFORMATION. WE ARE REQUESTING AN ORIGINAL AND A COPY FOR THE DEPARTMENT. ***** ANY INQUIRIES MUST BE MADE IN WRITING TO debet@mcneese.edu BY <u>AUGUST 12, 2020.</u>			
1	1.00	PROVIDE ANNUAL RATES FOR FOUR DEDUCTIBLE OPTIONS FOR PRIMARY HEALTH INSURANCE FOR REGISTERED AND ENROLLED INTERNATIONAL STUDENT-ATHLETES AT MCNEESE STATE UNIVERSITY. PREMIUM AMOUNTS FOR DIFFERENT AGE GROUPS MAY BE SUBMITTED AS WELL AS MONTHLY AND DAILY RATES. *****	YRS		

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RESPONSE DUE 08/17/20

No.	Quantity	Description	Unit	Unit Price	Extension
1		<p><b>Request for Sealed Bid (SB)</b> (Continued...) BIDDER MUST PROVIDE THE FOLLOWING WITH THE BID RESPONSE:</p> <ol style="list-style-type: none"><li>1. PROPOSED SUMMARY SCHEDULE OF BENEFITS AND PLAN PREMIUMS.</li><li>2. PROPOSED SPORTS POLICY/RIDER AND PREMIUM IF APPLICABLE.</li><li>3. ENROLLMENT PROCEDURES.</li><li>4. EVIDENCE OF SUCCESSFUL OPERATION: 3 REFERENCES</li><li>5. NAME OF INSURANCE COMPANY AND PROGRAM MANAGER.</li><li>6. CUSTOMER SERVICE CONTACT INFORMATION.</li><li>7. CLAIMS PROCEDURES.</li><li>8. DATA SECURITY AND PRIVACY POLICY.</li><li>9. A.M. BEST RATING.</li><li>10. PROOF OF EVIDENCE TO DO BUSINESS IN THE STATE OF LOUISIANA FROM BOTH UNDERWRITER AND AGENCY.</li><li>11. PPO LISTING OF DOCTORS, HOSPITALS, URGENT CARE FACILITIES, etc.</li></ol> <p>***** THE CONTINUATION OF THIS CONTRACT IS CONTINGENT UPON THE APPROPRIATION OF FUNDS BY THE LEGISLATURE</p>			

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RESPONSE DUE

08/17/20

No.	Quantity	Description	Unit	Unit Price	Extension
1		<p><b>Request for Sealed Bid (SB)</b> (Continued...) TO FULFILL THE REQUIREMENTS OF THE CONTRACT. IF THE LEGISLATURE FAILS TO APPROPRIATE SUFFICIENT MONIES TO PROVIDE FOR CONTINUATION OF THE CONTRACT, OR IF SUCH APPROPRIATION IS REDUCED BY THE VETO OF THE GOVERNOR OR BY ANY MEANS PROVIDED IN THE APPROPRIATION ACT OR TITLE 39 OF THE LOUISIANA REVISED STATUTES OF 1950 TO PREVENT THE TOTAL APPROPRIATION FOR THE YEAR FROM EXCEEDING REVENUES FOR THAT YEAR, OR FOR ANY OTHER LAWFUL PURPOSE, AND THE EFFORT OF SUCH REDUCTION IS TO PROVIDE INSUFFICIENT MONIES FOR THE CONTINUATION OF THE CONTRACT, THE CONTRACT SHALL TERMINATE ON THE DATE OF THE BEGINNING OF THE FIRST FISCAL YEAR FOR WHICH FUNDS HAVE NOT BEEN APPROPRIATED. ***** TERMINATION FOR CONVENIENCE: MCNEESE MAY TERMINATE THIS AGREEMENT AT ANY TIME BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO CONTRACTOR OF SUCH TERMINATION OR NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE.</p>			
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No.	Quantity	Description	Unit	Unit Price	Extension
1		<p><b>Request for Sealed Bid (SB)</b> (Continued...) TERMINATION FOR CAUSE: MCNEESE MAY TERMINATE THIS AGREEMENT FOR CAUSE BASED UPON THE FAILURE OF CONTRACTOR TO COMPLY WITH THE TERMS AND/OR CONDITIONS OF THE AGREEMENT PROVIDED THAT MCNEESE SHALL GIVE THE CONTRACTOR WRITTEN NOTICE SPECIFYING THE CONTRACTOR'S FAILURE. IF WITHIN THIRTY (30) DAYS AFTER RECEIPT OF SUCH NOTICE, THE CONTRACTOR SHALL NOT HAVE CORRECTED SUCH FAILURE OR, IN THE CASE OF FAILURE WHICH CANNOT BE CORRECTED IN (30) DAYS, BEGUN IN GOOD FAITH TO CORRECT SUCH FAILURE AND THEREAFTER PROCEEDED DILIGENTLY TO COMPLETE SUCH CORRECTION, THEN MCNEESE MAY, AT ITS OPTION, PLACE THE CONTRACTOR IN DEFAULT AND THE AGREEMENT SHALL TERMINATE ON THE DATE SPECIFIED IN SUCH NOTICE. THE CONTRACTOR MAY EXERCISE ANY RIGHTS AVAILABLE TO IT UNDER LOUISIANA LAW TO TERMINATE FOR CAUSE UPON THE FAILURE OF MCNEESE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT, PROVIDED THAT THE CONTRACTOR SHALL GIVE MCNEESE WRITTEN</p>			
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1		<b>Request for Sealed Bid (SB)</b> (Continued...) NOTICE SPECIFYING MCNEESE'S FAILURE AND A REASONABLE OPPORTUNITY FOR MCNEESE TO CURE THE DEFECT.			
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Signature \_\_\_\_\_ Date \_\_\_\_\_

**STANDARD TERMS & CONDITIONS TO BIDDERS**  
**FAX #337-475-5082**

**PROPOSALS:** The proposal must be received by the Purchasing Department, McNeese State University, before the time set for receiving bids. Bids received after the time set will not be considered. Bidder shall assume full responsibility for timely delivery at location designated for receipt of bids. Prices must be clear and be written in ink or typewritten, and the ITB AND Terms & Conditions must be signed in ink. Be sure bid number and due date are clearly shown on outside of package or envelope. Please see return address on the face of the bid form.

**STANDARDS OF QUALITY AND ANY ALTERNATE:** Any product or service bid shall conform to all applicable Federal and State Laws and Regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

When a Pre-Bid Conference is scheduled, no alternative will be considered unless the above conditions are complied with and the "Request for Approval of Alternate" form is completed and returned. This form will be attached when applicable. Only alternates which are approved and acknowledged by addendum following the Pre-Bid Conference will be considered for award at the bid opening. **DO NOT SUBMIT BIDS ON UNAPPROVED ALTERNATES.**

The burden of proof of the merit of the proposed substitute is upon the proposer. The Purchasing Director's decision of approval or rejection of a proposed substitute shall be final.

**SAMPLES/DESCRIPTIVE LITERATURE:** The envelope/package containing samples and/or descriptive literature submitted by mail for consideration at the Pre-Bid Conference must be labeled in accordance with the instructions given on the "Request for Approval of Alternate" form.

When requested, samples submitted will be returned at bidder's risk and expense provided they have not been made useless through tests.

**PRICES:** Unless otherwise specified by McNeese in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. destination may be rejected. Prices should be quoted in the unit (each, box, case, etc.) as specified in the solicitation.

**BID OPENING:** Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting McNeese during normal working hours. Written bid tabulations will not be furnished.

**AWARD OF BIDS:** McNeese State University reserves the right to award items separately, grouped, or on an all-or-none basis, and to reject any or all bids and waive any informalities incident thereto.

**DELIVERY FAILURE:** If the vendor fails to make delivery within the time specified on bid documents or within a reasonable time if no delivery time is specified McNeese reserves the right to cancel the item and to purchase it elsewhere. Any increase in price and/or cost of handling will be charged to the vendor making the original unsatisfactory delivery. Consistent unsatisfactory deliveries will be considered just cause for deleting a vendor from bid lists.

**TERMINATION OF THIS AGREEMENT FOR CAUSE/CONVENIENCE:** McNeese may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this agreement, provided that McNeese shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then McNeese may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of McNeese to comply with the terms and conditions of this agreement, provided the Contractor shall give McNeese written notice specifying McNeese's failure and a reasonable opportunity for McNeese to cure the defect.

McNeese may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

**SOLICITATIONS FOR (MOST) GOODS, NOT SERVICES, INCLUDE THE LOUISIANA PRODUCT PREFERENCE AS STATED BELOW:**

IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1604, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

Do you claim this Preference? YES \_\_\_\_\_ NO \_\_\_\_\_

Specify Line Number(s): \_\_\_\_\_

Specify location within Louisiana where this product is manufactured, produced, grown or assembled: \_\_\_\_\_  
sheet.)

NOTE: If more space is required, include on separate

Do you have a Louisiana business workforce? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? YES \_\_\_\_\_ NO \_\_\_\_\_

**IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:**

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reflected by a corporate resolution, certificate or affidavit; or
3. Other documents indicating authority which are acceptable to the public entity.

By signing and returning this document (along with bid), you are certifying compliance with all Terms and Conditions set forth.

\_\_\_\_\_  
Signature & Company Name

\_\_\_\_\_  
Date



## **PRIMARY HEALTH INSURANCE FOR INTERNATIONAL STUDENT-ATHLETES**

### **MINIMUM INSURANCE REQUIREMENTS**

1. Accepted by over 90% of doctors, specialists, and hospitals in Lake Charles, Louisiana and surrounding areas.
2. ACA (Affordable Care Act) compliant.
3. \$10,000.00 annual maximum per insured person.
4. Deductible waived for preventative care services.
5. No waiting period for preventative care services.
6. No inside limits (i.e. no maximum on inpatient, outpatient, preventative care) – all covered to policy maximum.
7. Registered and enrolled students must be covered for injuries resulting from supervised and sponsored practice and play of all Intercollegiate or Interscholastic sports and hazardous activities, which includes the following:
  - a. Men and Women's basketball, men and women's golf, women's soccer, women's tennis, men and women's track, women's volleyball.
8. Worldwide coverage (excluding home country).
8. Unlimited medical maximum.
9. Waiting period for pre-existing conditions waived with proof of credible coverage.
10. Coverage for physician office visits (including preventative care), hospitalization, surgery, diagnostic care, physical therapy, mental health,

substance abuse, prescription drugs, medical evacuation and repatriation of remains, and accidental death and dismemberment.

**ESTIMATED NUMBER OF ATHLETES TO BE COVERED**

40 athletes.

Actual amount may be more or less.

**ADDITIONAL INFORMATION**

Previous athletic insurance coverage was through Lloyds from August 20, 2018 to August 20, 2020. For the University's prior claim history and loss information contact [debet@mcneese.edu](mailto:debet@mcneese.edu).

Please indicate if you are able to send invoices per semester with a list of students covered.

\_\_\_\_\_ YES

\_\_\_\_\_ NO

Primary Health Insurance Coverage for International Intercollegiate Student-Athletes at McNeese State University (estimate of 40 athletes) for a 12-month period, as per bid specifications, terms and conditions.

SUBMIT PLANS FOR THE FOLLOWING DEDUCTIBLE OPTIONS:

- A. \$0
- B. \$50
- C. \$100
- D. \$250

SUBMIT PREMIUMS FOR THE FOLLOWING AGE GROUPS:

- A. 12 to 24
- B. 25 to 29
- C. 30 to 64